



CITY OF ALEXANDRIA, VIRGINIA
ALEXANDRIA PERMIT CENTER
301 KING STREET, SUITE 4200
ALEXANDRIA, VIRGINIA 22314
703.746.4200 ♦ ALEXANDRIA.VA.GOV/CODE



CHECKLIST FOR STAND-BY GENERATORS

The following checklist contains the minimum information and details required to be submitted when applying for a stand-by generator permit (commercial or residential). This is a basic pre-submittal checklist that is intended to expedite the plan review process by minimizing the number of required revisions. Review these items and ensure that your plans are complete prior to submission.

- ☐ The Following Codes & References apply to Generators used as Legally Required, Emergency, or Standby Electrical Power Systems:
 - NFPA 70 (NEC)
 - NRTL (Nationally Recognized Testing Laboratory) as defined in the NFPA 70 NEC.
 - NFPA 37
 - NFPA 110 (and References)
 - Virginia Construction Code (VUSBC)
- ☐ A separate gas permit will be required to install gas lines and/or fuel tanks for generators. The following information will be required to be submitted with the gas permit application:
 - Depict tank location and physical size on the site plan/survey, with all dimensions from structure(s), generator, pad, driveway(s), lot line(s), etc.
 - Provide generator BTU rating or BTU demand.

Commercial Generator Requirements

- ☐ Completed electrical permit application.
- ☐ Two (2) copies of the existing electrical riser diagram(s).
 - Show entire existing electrical service riser. Drawing must show the entire electric service, meter (or c/t), meter main(s), main breaker(s), electric panel(s), sub panel(s). All panel feeder conduit(s) / cable(s) w/ wire AWG / type, and grounding.
- ☐ Two (2) copies of the proposed new electrical riser diagram(s):
 - New service riser must show the entire electric service, meter (or c/t), meter main(s), main breaker(s), electric panel(s), sub panel(s), proposed transfer switch(s), wire way(s). Proposed generator including over current protection, and disconnects as well as all grounding. All panel feeder conduit(s) / cable(s) w/ wire AWG / type.
- ☐ Two (2) copies of the generator manufacturer's specifications, clearly depicting the kw, model, fuel type, NRTL listing and physical size & "gross" weight. Include the enclosure housing or cabinet type.
- ☐ Two (2) copies of the transfer switch manufacturer's specifications, clearly depicting the amperage, model, and physical size, NRTL listing and compatibility with generator manufacturer served.
- ☐ Two (2) copies of a recent site plan (survey preferred) depicting the proposed location for the generator and:
 - Provide dimensions from the property line, the set back(s), and the closest structure, (parking structure(s), garage(s), or auxiliary structure) to the generator & pad location.
 - Ensure the transfer switch(s), electrical equipment and generators are not in closer proximity to any structure than the applicable code or allowable manufacturer's requirement.
- ☐ A concrete slab or raised structure will be required to be installed to provide a level, stable supporting surface:
 - Slab must be a minimum of three & one-half (3 1/2 in) inches thick and comply with all standards as set forth by NFPA 110, established engineering standards and the manufacturer's installation guidelines.
- ☐ If proposed slab is "existing" or pre cast/fabricated concrete, you must provide the manufacturer's engineering specifications in this package.

Residential Generator Requirements

- ☐ Completed electrical permit application.
- ☐ Three (3) copies of a site plan depicting the proposed location for the following:
 - Generator/pad
 - Location of automatic transfer switch (ATS) or manual transfer switch (MTS) with proximity to electrical service equipment on a plan view.
 - Physical location of electrical service and electrical panel(s) on a plan view.
 - Ensure the generator(s) are not closer to the structure than the allowable manufacturer's requirement and / or NFPA 110 and 37 (4.1.4), and NFPA 70 (2008 NEC).
 - The following must be available on-site at the time of inspection:
 - A copy of the generator manufacturer's specifications, clearly depicting the KW, model, fuel type, NRTL listing and physical size & "gross" weight. Include the enclosure housing or cabinet type.
 - A copy of the transfer switch manufacturer's specifications, clearly depicting the amperage, model, and physical size, NRTL listing and compatibility with generator manufacturer served.
- ☐ Two (2) copies of the existing electrical riser diagram(s).
 - Show entire existing electrical service riser. Drawing must show the entire electric service, meter (or c/t), meter main(s), main breaker(s), electric panel(s), sub panel(s). All panel feeder conduit(s) / cable(s) w/ wire AWG / type, and grounding.